

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MINUTES
JANUARY 26, 2005**

PRESENT: James Coutts, Lynn Gregorash, Karen Scott, Linda Verbecken, Steve Vitale, Rick Vozar, and Ursula Volk,

EXCUSED: Marla Britton

STAFF PRESENT: Jerry Lowrie, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; PJ Monson; Pat Schenck, Program Assistant

CALL TO ORDER

Karen Scott, Chair, called the meeting to order at 10:10 a.m. A quorum of seven members was present.

ADOPTION OF AGENDA

MOTION: Rick Vozar moved, seconded by Steven Vitale, to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES DECEMBER 15, 2004

Page 2 of 6 – Modification to third paragraph.

MOTION: Lynn Gregorash moved, seconded by Linda Verbecken, to approve the minutes of December 15, 2004 as amended. Motion carried unanimously.

COMMITTEE ROSTER

Linda Verbecken will not be at the March 16, 2005 meeting.
Every third Wednesday begin the meeting at 10:30 a.m.

**DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO
BE USED IN THE REVIEW PROCESS
UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)**

Discussion of Key Features of the 2005 USPAP
Discussion of Standards 3 and 4

Ms. Jefferson-Moore reported on the changes in the key features of the 2005 USPAP and stated that the 2005 edition of USPAP is currently available on the Appraisal Foundations website www.appraisalfoundation.org.

The Committee discussed the new definition of appraisal review to clarify that appraisal review applies only to the work of another appraiser in an appraisal, appraisal review, or appraisal consulting assignment. The Committee noted that the requirement to report exposure time was deleted from SMT-6 because disclosure of exposure time is not necessary for all assignments. This change does not affect the requirement for the appraiser to develop an estimate of exposure time in market value assignments.

Addressed standard 2 as well as standard 3 with new language that requires “clear and conspicuous” disclosure of extraordinary assumptions and hypothetical conditions rather than disclosure “in conjunction with” each opinion and conclusion.

SUPPLEMENTAL APPRAISAL STANDARDS

Informational.

CLOSED SESSION

MOTION: James Coutts moved, seconded by Rick Vozar, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: James Coutts-yes; Lynn Gregorash-yes; Linda Verbecken-yes; Steve Vitale-yes; Ursula Volk-yes; Rick Vozar-yes; Karen Scott-yes. Motion carried unanimously.

Open Session recessed at 10:18 a.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

RECONVENE TO OPEN SESSION

MOTION: Steven Vitale moved, seconded by Rick Vozar, to reconvene into Open Session at 11:45 a.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

APPRAISAL REPORTS REVIEWED ON JANUARY 26, 2005

MARK BROWN

MOTION: Linda Verbecken moved, seconded by Steven Vitale, to recommend that the Department approve **Mark Brown’s** appraisal reports as submitted. Motion carried unanimously.

TIMOTHY FIEREK

MOTION: Rick Vozar moved, seconded by Linda Verbecken, to recommend that the Department accept **Timothy Fierek's** appraisal reports as submitted. Motion carried unanimously.

ANTHONY HEARN

MOTION: Steven Vitale moved, seconded by Rick Vozar, to recommend that the Department accept **Anthony Hearn's** appraisal reports as submitted. Motion carried unanimously.

TOM MARTIN

MOTION: Steven Vitale moved, seconded by Rick Vozar, to recommend that the Department approve **Tom Martin's** appraisal reports subject to receipt of one additional report that complies with the concerns noted by the reviewer. Motion carried unanimously.

DIANE JOHNSON

MOTION: Ursula Volk moved, seconded by Rick Vozar, to recommend that the Department accept **Diane Johnson's** appraisal reports as submitted. Motion carried unanimously.

MATHEW MAGDZIARZ

MOTION: James Coutts moved, seconded by Lynn Gregorash, to recommend that the Department accept **Mathew Magdziarz's** appraisal reports as submitted with a comment to applicant that one of the certification pages was not signed. Motion carried unanimously.

THOMAS INGERSOLL

MOTION: Linda Verbecken moved, seconded by Steven Vitale, to recommend that the Department deny **Thomas Ingersoll's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

MARY JANE BRIDGE

MOTION: Lynn Gregorash moved, seconded by Linda Verbecken, to recommend that the Department accept **Mary Jane Bridge's** appraisal reports as submitted with a coaching comment included that her scope of work statement should be tailored to the individual properties. Motion carried unanimously.

SHERRY ROCKWELL

MOTION: Rick Vozar moved, seconded by Ursula Volk, to table her application until the next meeting and request two additional reports from her that fully comply with USPAP and an explanation as to why she's not attributed to one of the appraisal reports for which she is seeking credentialing experience. Motion carried unanimously.

MARY KAY IRMITER

MOTION: James Coutts moved, seconded by Lynn Gregorash, to recommend that the Department accept **Mary Kay Irmiter's** appraisal reports as submitted with some coaching comments provided by James Coutts. Motion carried unanimously.

JASON TEYNOR

MOTION: Rick Vozar moved, seconded by Lynn Gregorash, to recommend that the Department accept **Jason Teynor's** appraisal reports as submitted. Steven Vitale abstained. Motion carried unanimously.

NICOLE KLUTH

MOTION: Linda Verbecken moved, seconded by Lynn Gregorash, to recommend that the Department accept **Nicole Kluth's** appraisal reports subject to receipt of requesting the work file for one of her reports to be reviewed by Linda Verbecken. Motion carried unanimously.

DANIEL COLEMAN

MOTION: Ursula Volk moved, seconded by Steven Vitale, to recommend that the Department accept **Daniel Coleman's** appraisal reports as submitted. Motion carried unanimously.

JOSEPH VALENTINE

MOTION: Lynn Greogash moved, seconded by Steven Vitale, to recommend that the Department accept **Joseph Valentine's** appraisal reports subject to review of the answers to the questions posed regarding how many hours of work he's requesting and his specific role in completing the appraisal report. Motion carried unanimously.

DOUGLASS QUENZER

MOTION: Steven Vitale moved, seconded by James Coutts, to recommend that the Department accept **Douglas Quenzer's** appraisal reports as submitted. Motion carried unanimously.

VISITORS COMMENTS

None.

ADJOURNMENT

MOTION: James Coutts moved, seconded by Ursula Volk, to adjourn the meeting at 12:05 p.m. Motion carried unanimously.

Suggested Agenda Items

- Review the “Review Forms” that the Department mails to applicants requesting appraisal reports.
- Verification or letter from the other supervising signature. Request their opinion of the contribution of the appraiser (applicant).
- Person that asserts that the work is 100% the applicants work should come from the supervisor and not the applicant.

Tentative Meeting February 23, 2005, 2:00 p.m.
Next Meeting March 16, 2005, 10:30 a.m.